



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1

DISTRIBUTION: A, B, C, J, S

CJCSI 1101.01B

1 May 1999

CHAIRMAN OF THE JOINT CHIEFS OF STAFF CIVILIAN AWARDS PROGRAM

REFERENCES: a. DOD Directive 1432.2, 28 February 1986,
"Honorary Awards to Private Citizens and
Organizations"
b. DOD Instruction 5120.16, 15 July 1974,
"Department of Defense Incentive Awards Program:
Policies and Standards"

1. Purpose. This instruction establishes policy, eligibility criteria, and procedures to be observed by joint command activities that report to or through the Chairman of the Joint Chiefs of Staff for recognizing private citizens, organizations, or career civilian government employees for significant achievements provided to the joint community.

2. Cancellation. CJCSI 1101.01A, 31 January 1997, is canceled.

3. Applicability. This instruction applies to the Joint Staff, combatant commands, and other joint activities that report to or through the Chairman.

4. Policy. The Chairman has established a civilian awards program that provides recognition for civilian personnel assigned to joint activities and for nongovernment personnel contributing to a joint activity. These awards are in addition to those awards provided in references a and b.

5. Responsibilities. See Enclosure A.

6. Summary of Changes. Changes approval authority (Enclosure A, paragraph 3)

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7. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--<http://www.dtic.mil/doctrine>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

8. Effective Date. Upon receipt.

For the Chairman of the Joint Chiefs of Staff:

A handwritten signature in black ink, appearing to read 'V.E. Clark', with a stylized, flowing script.

V.E.CLARK
Vice Admiral U.S. Navy
Director, Joint Staff

Enclosures:

- A -- Responsibilities
- B -- CJCS Civilian Awards
- C -- Procedures for Recommendation of CJCS Civilian Awards
 - Appendix A -- Format for Memorandum for Recommendation of Civilian Awards
 - Appendix B -- Instructions for the Narrative Description
 - Appendix C -- Instructions for Completing the Citation to Accompany Recommendations for Awards

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Distribution A, B, C, and J plus the following:

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National Defense University	10

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ENCLOSURE A

RESPONSIBILITIES

1. Chairman of the Joint Chiefs of Staff. The Chairman approves the CJCS Award for Distinguished Public Service (DPS), Outstanding Public Service (OPS), Joint Distinguished Civilian Service Award (JDCSA), and the Joint Meritorious Civilian Service Award (JMCSA) for those individuals recommended by the CINCs, Joint Staff, and heads of joint activities that report to or through the Chairman of the Joint Chiefs of Staff.
2. Vice Chairman of the Joint Chiefs of Staff. The Vice Chairman performs duties related to CJCS Civilian Awards as the Chairman may direct and assumes CJCS responsibilities during the Chairman's absence.
3. Director, Joint Staff (DJS). As delegated by the Chairman, DJS is an approval authority for the OPS and the JMCSA.
4. Vice Director, Joint Staff (VDJS). VDJS reviews all recommendations prior to DJS decision.
5. Director for Manpower and Personnel (J-1)
 - a. Develops, publishes, and maintains CJCSI governing policies and procedures to manage the CJCS Civilian Awards Program.
 - b. Directs, through the Chief, Personnel Services Division, J-1, to procure and issue appropriate certificates, citations, and medal sets.
6. Heads of Combatant Commands or Organizations. The heads of combatant commands or organizations ensure that award recommendations are submitted in a timely manner to appropriately recognize deserving personnel.

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ENCLOSURE B

CJCS CIVILIAN AWARDS

1. CJCS Award for Distinguished Public Service (DPS)

a. The CJCS Award for DPS is the highest honorary public service award within the Chairman's approval authority. It consists of a gold medal, lapel pin, citation, and certificate signed by the Chairman.

b. Eligibility. The nominee (an individual, group, or organization):

(1) Does not derive their principal livelihood from US Government employment.

(2) Has performed, at any time since enactment of the National Security Act of 1947, exceptionally meritorious service of significance to the Department of Defense, Joint Staff, combatant commands, or organizations that report to or through the Chairman. Meritorious service of such exceptional significance to merit a higher level award will be processed to the Department of Defense for consideration of recognition by Secretary of Defense awards.

(3) Has rendered service or assistance at considerable personal sacrifice, motivated by patriotism, good citizenship, and a sense of public responsibility.

2. CJCS Award for Outstanding Public Service (OPS).

a. The CJCS Award for OPS is the second highest honorary public service award under the approval authority of the Chairman. It consists of a silver medal, lapel pin, citation, and certificate signed by the Chairman.

b. Eligibility. The nominee (an individual, group, or organization):

(1) Does not derive their principal livelihood from US Government employment.

(2) Has performed, at any time since enactment of the National Security Act of 1947, exceptionally meritorious service of significance to the Department of Defense, Joint Staff, combatant commands, or organizations that report to or through the Chairman. Contributions

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must be of a significant level but less in scope or impact than is required for award of the CJCS Award for DPS.

(3) Has rendered service or assistance at considerable personal sacrifice, motivated by patriotism, good citizenship, and a sense of public responsibility.

3. CJCS Joint Distinguished Civilian Service Award. This award is the highest ranking CJCS civilian service award under the approval authority of the Chairman. It consists of a gold medal, lapel pin, citation, and certificate signed by the Chairman.

a. Eligibility. This award is granted to any Federal Government civilian employee of the Joint Staff, combatant commands, joint organizations reporting to or through the Chairman, or any other Federal Government employee designated by the Chairman for service that far exceeds the contributions and service of others with comparable responsibilities.

b. An employee can receive this award only once.

c. Receipt of this award may be the basis for nominating an employee for other recognition, such as for outstanding performance, but an individual cannot receive both a CJCS award and a SecDef award for the same service.

4. CJCS Joint Meritorious Civilian Service Award. This award is the second highest ranking CJCS civilian service award under the approval authority of the Chairman. It consists of a silver medal, lapel pin, citation, and certificate signed by the Chairman.

a. Eligibility. This award is granted to any Federal Government civilian employee of the Joint Staff, combatant commands, joint organizations reporting to or through the Chairman, or any other Federal Government employee designated by the Chairman who has provided exceptionally meritorious service of major significance to the Department of Defense but less in scope or impact than is required for award of CJCS JDCA.

b. Receipt of this award may be the basis for nominating an employee for other recognition, such as for outstanding performance, but an individual cannot receive both a CJCS award and a SecDef award for the same service.

ENCLOSURE C

PROCEDURES FOR RECOMMENDATION OF CJCS CIVILIAN AWARDS

1. Recommendations for CJCS Civilian Awards will be submitted by memorandum through the Director, J-1, to the Chairman of the Joint Chiefs of Staff using the format shown in the Appendix. Recommendations may be submitted at any time and will include a narrative justification and proposed citation.
2. Each recommendation is evaluated on the merits of the justification submitted. Recommendations based on generalities, broad or vague terminology, superlative adjectives, or a recapitulation of duties performed do not provide adequate rationale for award. Justification must be specific and factual, providing concrete examples of exactly what the nominee accomplished, how well the nominee accomplished it, what the mission impact or benefits were, and how the nominee significantly exceeded the expected performance of duty.
3. The narrative justification will not exceed three single-spaced, typewritten pages. Paragraph or bullet form will only be used to describe specific achievements or contributions. Supporting documentation should be included only when essential to the recommendation.
4. Establish acronyms by spelling out the complete name, followed by the acronym in parentheses.
5. Margins cannot be less than one-half inch from the top, sides, and bottom of the paper's edge. Block format is preferred.
6. Citations must be double spaced, portrait style.
7. All recommendations will be signed by the CINCs, deputy CINCs, directors, or vice directors for their respective activities.

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APPENDIX A TO ENCLOSURE C

FORMAT FOR MEMORANDUM FOR RECOMMENDATION OF CIVILIAN
AWARDS

Reply ZIP Code:
20318-

{Date}

MEMORANDUM FOR THE CHAIRMAN OF THE JOINT CHIEFS OF
STAFF

Through: Director for Manpower and Personnel, Joint Staff

Subject: Recommendation for Award of the (as applicable)

1. Under the provisions of CJCSI 1101.01B, the following
individual is recommended for award of the (as applicable).

- a. Name of nominee.
- b. Organization of assignment or employment (if applicable).
- c. Current position.
- d. Inclusive dates for which award is recommended.
- e. Desired presentation date.

2. Enclosed are the narrative description and proposed citation.

(Signature of Recommending Official)

Enclosures

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APPENDIX B TO ENCLOSURE C

INSTRUCTIONS FOR THE NARRATIVE DESCRIPTION

The narrative should be specific and factual, giving concrete examples of exactly what the person did, how it was done, what benefits or results were realized, and why or how such benefits or results significantly exceeded superior performance or duty. Normally, classified information should not be contained in the narrative; however, if the rationale for an award recommendation must be classified, such recommendations will require special handling and may take additional time to process.

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APPENDIX C TO ENCLOSURE C

INSTRUCTIONS FOR COMPLETING THE CITATION TO ACCOMPANY
RECOMMENDATIONS FOR AWARDS

1. The opening sentence must identify the awardee by name, duty assignment (if they are receiving either the CJCS Joint Distinguished Civilian Service Award or the CJCS Joint Meritorious Civilian Service Award), location, and inclusive date(s).
2. The “from” and “to” dates in a citation must agree with the award recommendation. Only use one set of “from” and “to” dates. If the person has had more than one duty title, all titles should be listed, along with one set of dates to cover all titles. “From” and “to” dates must be specific.

Examples: “...while serving as Chief of _____ and Chief of _____ from 10 December 1987 to 10 December 1990,” or
For distinguished public service in recognition of extraordinary contributions to the Department of Defense from 10 December 1987 to 10 December 1990,”

3. The citation is a short description of the act, achievement, or service. It is specific, factual, and devoid of superfluous adjectives and other embellishment. It should not contain information not included in the narrative.
4. The closing should not be longer than one sentence, which will personalize the summation using the awardee’s name and citing his or her attributes.
5. The closing sentence should read: The (singularly) distinctive accomplishments of (name) reflect (great) credit upon himself (or herself) and the Department of Defense.
6. Code names should not be used. No acronyms or abbreviations other than Jr., Sr., II, III, etc., should follow the individual’s name. Avoid compound verbs. Wording such as “efforts have resulted” should be shortened to “efforts resulted”
7. Government Printing Office Style Manual rules apply to capitalization.
8. Language should be precise, with notable accomplishments emphasized and descriptive adjectives eliminated.

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9. Numeric designations of units should read: 3d Battalion, 4th Aerospace Wing, Helicopter Combat Support Squadron Eleven, etc.
10. Type on 8 1/2- by 11-inch plain paper. Margins must be at least 1 inch on all sides.
11. Avoid hyphenations. If a date is divided, only the year is carried over to the next line.
12. The body of the citation should be no longer than 25 double spaced typewritten lines.